Public Partnerships, LLC
Fiscal Intermediary Services for
The Department of Economic Security
Division of Developmental Disabilities

Dear District 1 Agency Service Provider:

On July 1, 2005, the Division of Developmental Disabilities (Division) will begin providing fiscal intermediary services to consumers residing in District 1. Fiscal intermediary services are being implemented to insure the proper payment of independent providers and to assist consumers to manage their service authorization. Under the Division's direction, fiscal intermediary services will be phased-in by District over the next several months.

Effective July 1, 2005, the Division will issue service authorizations for District 1 consumers who are enrolled in fiscal intermediary services to Public Partnerships, LLC (PPL). **For your agency this change means that invoices for services delivered to fiscal intermediary consumers after July 1, 2005 must be mailed to Public Partnerships, LLC, *not to DES/DDD*.**

To reduce disruption in your billing practices, we have designed the fiscal intermediary payment system to mirror the standard Professional Billing System (PBS) process. There are options outlined in this letter for your agency to submit an electronic invoice, a non-electronic invoice, and to receive payment via electronic funds transfer (EFT).

SERVICES CONFIRMATION CONTACTS

Agencies may contact the staff below to confirm the following information:

- Whether a consumer is authorized to PPL, and
- Type of Service Authorized, and
- Number of Service Units Available PPL

Please contact:
Public Partnerships, LLC
Customer Service Center
800-391-5193

Bernis Starr
East Maricopa Area
480-831-1009

Nancy Burdick
Central Maricopa Area
602-231-9218

Anne Kase
West Maricopa Area
602-375-1403

Chris Libby-Auer, DDD
Central Office Business Operations, FI Project Team
602-364-1864

SERVICES IMPACTED BY CHANGE

FI consumers may be authorized by the Division to receive any or all of the following services:

- Attendant Care, Family
- Attendant Care, Non-Family
- Habilitation, Support
- Habilitation, Individually Designed Living Arrangement
- Housekeeping
- Respite Care

NOTE: The authorization is service specific, and a consumer may have one service authorized to PPL, but have another service authorized directly to an agency.

RESPITE DAILY CHANGE *(CURRENT PRACTICE DEVIATION)*

The only deviation from current billing practices is as follows:

Respite daily will be amended by the Division to apply when respite hours are in excess of 13 hours in a calendar day. This will replace the current contract provision for the application of the respite daily rate.

When billing PPL for respite services when the daily rate applies, the agency will indicate the number of hours delivered in each calendar day instead a single daily unit. This of course means, each calendar day when the daily respite applies, and must be a separate billing segment.

ELECTRONIC INVOICE PREPARATION AND MAILING INSTRUCTIONS (PREFERRED)

Please follow the billing instructions below to receive payment.

- Electronic bills can be accepted by PPL using the DES/DDD PBS file specification. Electronic bills must be submitted as follows:

  Deliver a CD or 3 ½" floppy disk to:

Public Partnerships, LLC
P.O. Box 3767
Phoenix, AZ 85030

- Only 1 file must be submitted per disk
- File must reside in root of the disk
- Filename must be in the correct format as specified below:

  File contents (header, detail, and trailer) must be in correct format as specified in the DES/DDD Professional Billing System (PBS) file specification.

NON-ELECTRONIC INVOICE PREPARATION AND MAILING INSTRUCTIONS

If you *cannot* produce an electronic invoice, please mail a paper invoice to:

Public Partnerships, LLC
P.O. Box 3767
Phoenix, AZ 85030

The paper invoice must contain all information required by the Division's Uniform Billing Document (UBD). A PPL version of this invoice is available from PPL at your request. A properly completed invoice does not require an invoice cover sheet. Below are the standard data elements that are required to produce a claim payment:

1. Provider Name
2. (Provider) FEI/SSN
3. Provider ACCCHS ID
4. Month/Year of Service
5. Service
6. Provider Location (PROV LOC) /DDD site code
7. ASSISTS Client ID
8. Client Last Name
9. Client First Name
10. Service Start Date
11. Service End Date
12. Service Code
13. Place of Service (POS)
14. Delivered Units (DEL UNITS)
15. Total Units
16. Rate
17. Total
18. Preparer's Signature and Date
19. Preparer's Name and Telephone Number
20. Provider's Signature and Date
21. Provider's Name and Telephone Number

PPL Payment Processing Procedure (General)

Upon receipt of your agency's invoice, PPL staff will apply the following procedures to process your claim(s):

1. PPL will pay your invoice based on service authorization and rate look-up information that is provided weekly from DES/DDD.

2. PPL operates a downtown Phoenix office, where staff will collect Post Office Box deliveries at least once per business day.

3. Payment processing will occur every two weeks from PPL's Document Processing Center in Boston, MA. PPL will pay clean claims within 30 days.

4. Payments and detailed remittance advice reports will be mailed first class postage to the address indicated on a submitted IRS Form W-9, Request For Taxpayer Identification Number.

5. Partial payment of invoices will be processed, so if a portion of your claim is not valid the "clean" portions will be paid.

6. If there is a problem with your invoice PPL staff will contact your agency directly.

Submit Signed IRS Form W-9 with First Invoice to PPL

Your agency's first invoice to PPL must be accompanied by a signed IRS Form W-9, Request for Taxpayer Identification Number. Form W-9 only needs to be submitted once and is available at www.irs.gov. PPL will use Form W-9 to establish your payment remittance address and, if your agency received more than $600 from PPL during the calendar year, to prepare an IRS 1099M Miscellaneous Income Return. Please contact PPL if you have any questions about this requirement because we cannot process your payment without a valid W-9 on file.

Electronic Deposit

Your agency may elect to receive electronic payment from PPL. To apply, please contact PPL to receive an EFT application. Upon receipt of the signed application, a PPL representative will contact your agency to confirm that the account has been established. Typically, PPL will issue your first payment in paper form since it may take up to 5 business days to confirm the EFT account between the banks.

Contact Public Partnerships, LLC

If you have any questions regarding this PPL process, please call us at (800) 391-5193. Thank you for your cooperation, and we look forward to working with your agency.